

Professional and Managerial Branch
General Administration Group
Administrative Series

CITY CLERK

10/86

CHARACTERISTICS OF THE CLASS:

Under administrative direction, directs, performs and administers the duties of the office of the City Clerk in compliance with the Vernon's Annotated Texas Statutes (V.A.T.S. Art. 1000); performs related work as required.

EXAMPLES OF DUTIES:

Reviews and organizes items to be placed on Council agenda; prepares agenda and assures distribution; briefs City Council members on agenda items; discusses with department heads or other persons presentation of items for Council action; presents agenda to City Council; polls Council members to verify vote on items; keeps accurate minutes of Council proceedings; prepares final copy of documents approved by Council; keeps record of City codes, books, papers, documents, files, ordinances, resolutions, motions, minutes, contracts, etc., in an orderly manner; is the custodian of City records; furnishes Council with posts and makes available to citizens copies of proposed ordinances; assures that interest parties are notified of Council action(s); reviews transcribed Council minutes; keeps abreast of current legislation regarding Council activities, City records, elections, etc.; may serve as Secretary and Recorder to other boards as assigned.

Countersigns items issued by the Mayor; prepares notices required under regulations or ordinances; attests to documents signed by the Mayor; countersigns warrants on City Comptroller; holds and maintains the City seal and affixes to instruments as required; maintains records of official appointments; assures that records are open to the public; recommends to Council rules and regulations to be adopted by ordinances to protect the safety and security of municipal records; maintains an index of ordinances; signs subdivision maps; performs duties required by law, ordinances, resolutions, or order of the City Council.

Testifies in court concerning the validity of the City Code and Charter; serves as clerk to the Municipal Court of Appeals and secretary to the Charitable Solicitation Committee; sets up and conducts Pension Board elections; swears in Firefighters and Police Officers.

Conducts municipal elections; assures that candidates petitions are properly completed; conducts the drawing of position on ballot; monitors election procedures during elections; notifies candidates of results of the elections; assures compliance with the Texas local government and elections rules and procedures.

Advertises and negotiates with applicants on the sale of land or property the City owns or has a vested interest; prepares and submits the annual departmental budget; prepares the annual departmental report; maintains departmental files and prepares reports.

Plans, assigns, reviews and evaluates the work of assigned personnel; trains and develops assigned personnel; enforces personnel rules and regulation, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration and eight years of progressively responsible professional experience in municipal administration, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of professional administrative practices and procedures; comprehensive knowledge of City Ordinances, rules and regulations; considerable knowledge of the Texas laws governing election rules and procedures; considerable knowledge of records management systems.

Ability to develop and implement filing systems to maintain official documents and records; ability to comply with laws, regulations and policies of the position; ability to assign, review and evaluate the work of assigned personnel; ability to train and develop assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to use good judgment and make sound decisions; ability to maintain files and prepare reports.

Physical Requirements: Mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head

OFFICIAL